

NORTHEAST SAMMAMISH SEWER AND WATER DISTRICT
King County, Washington
January 1, 1993 Through December 31, 1993

Schedule Of Findings

1. District Management Should Adequately Document Their Compliance With The Small Works Roster Requirements

During our audit of the district's construction contracts, we reviewed the application of the small works roster procedures. We were able to determine district management published a notice requesting contractors to be on the small works roster and these contractors provided the necessary information for inclusion on the roster. For the project we audited, we noted four contractors who appeared capable of completing the project, one of which was awarded the contract. We could not locate documentation to determine whether district personnel invited quotes/bids from the other three contractors.

RCW 39.04.155 states in part:

Whenever possible at least five contractors shall be invited to submit bids.

In addition, we noted district management did not post a list of contracts awarded under the small works roster process.

RCW 39.04.200 states in part:

Any municipality that utilizes the small works roster process established in RCW 39.04.155 to award contracts for public works projects . . . must post a list of the contracts awarded . . . at least once every two months.

District procedures appear to be somewhat informal when documenting contractor contacts and the receipt of bids or quotes for small works projects. An effect of these problems is the possible awarding of a contract to a contractor who did not quote the lowest price.

We recommend district management document their compliance with the small works roster process laws and regulations, including documenting all contractor contacts for quotes or bids and posting a list of contracts awarded under the small works roster process at least once every two months.